



TEXAS DEPARTMENT OF HEALTH
Trauma Facility Designation Process for
Basic (Level IV) Trauma Facility Applicants

1. Request a designation application packet from the Bureau of Emergency Management's (BEM) Trauma Program (512) 834-6700 or download it from the file library at www.tdh.state.tx.us/hcqs/ems.
2. Review the criteria for Basic Trauma Facility designation.
3. Fill out the "*Complete Application for Level IV Designation*."
4. Complete the "*Criteria Checklist for Level IV Trauma Facility Designation*" utilizing the columns labeled "Hospital".
5. Submit the following documents in preparation for Basic Trauma Facility designation:
 - three (3) copies of the (**all blanks filled in and attached tables/addendums included**) "*Complete Application for Level IV Designation*"
 - three (3) copies of the completed "*Criteria Checklist for Level IV Trauma Facility Designation*."
 - the application fee (\$1.00 per licensed bed, \$100.00 minimum)
 - a letter from the Regional Advisory Council (RAC) with which the facility is affiliated confirming facility participation in RAC activities
6. Submit the required documents to: Texas Department of Health
Bureau of Emergency Management/Trauma Program
1100 W. 49th Street
Austin, Texas 78756-3199
Phone: 512/834-6700
7. In written correspondence following the review of the application, BEM will offer technical assistance by identifying critical deficiencies in the facility's trauma program and providing follow-up as needed.
8. Notify the Bureau's Trauma Program, in writing, of the surveyor and survey date.

9. Prepare for the site survey:
 - a. Identify a room to be available for the surveyor's use during the site visit.
 - b. Contact the surveyor, who will provide a list of materials that must be available during the survey. Such items may include:
 - 1.) List of all physicians/surgeons/anesthesiology staff
 - 2.) Physician on-call rosters for the last six months
 - 3.) List of all nurses (RNs & LVNs)
 - 4.) Nurse staffing schedules
 - 5.) Emergency department log for last 12 months
 - 6.) Trauma medical records:
 - a) All trauma deaths
 - b) At least 10 trauma charts (these should be the charts of the most recent trauma patients); additional records will be chosen from the emergency room log by the surveyor
 - 7.) Quality improvement (QI) notebook for last 12 months
 - 8.) Trauma/Hospital QI Committee minutes
 - 9.) Emergency Department QI Committee minutes
 - 10.) Transfer agreements
 - c. Plan a selective hospital tour, which may include the emergency room, laboratory, blood bank, radiology, operative suite, recovery room, and intensive care unit. The trauma nurse coordinator and medical director of the emergency room should accompany the survey team on this tour. The surveyor may wish to discuss with trauma team members their duties and responsibilities when caring for trauma patients.
10. The site survey report should be sent to the hospital by the surveyor within 30 calendar days of survey date.

